



Application for Tax Work-Off Program / Seniors

Amesbury Council on Aging
68 Elm Street, Amesbury, MA 01913-2892

Tel: (978) 388-8138
Fax: (978) 388-8144

Eligibility Requirements for Real Estate Tax Credit

- ✓ **Must be 60 years or older.**
 - ✓ **Must be the homeowner:** If the property is subject to a trust, the senior must have legal title.
 - ✓ **Property for which the credit will be used must be primary residence.**
 - ✓ **Only one application per household will be accepted for any Tax Work-Off program.**
 - ✓ **Must present a copy of most recent property tax bill.**
 - ✓ **Participant must meet income guidelines.**
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1. If selected as a participant in the Real Estate Tax Credit for Seniors, you will be responsible for apprising the Council on Aging, in writing, of any changes that affect your eligibility.
 2. Placement is determined by matching skills with the available City Dept requests. There is a two week probation period. If you decline the position your name will be placed back into the pool of available positions at which point you may be wait listed.
 3. The positions can earn up to \$1500 off your property tax bill. The 105 hours of service must be completed between January 2022 and the last week of October 2022.
 4. Some assignments may not require 105 hours to finish. In that case, re-assignment to another department may be necessary to complete your 105 hours.
 5. You are required to take the State's online ethics course prior to starting any job assignment, certificate of completion must be given to the COA Director.
<http://www.muniprogram.eth.state.ma.us/>
 6. All applicants will be required to undergo a CORI (Criminal Offender Record Information) check per requirement of the Executive Office of Elder Affairs.
 7. Participants will be considered City employees and will be required to abide by City policies specifically relative to conduct in the work place.
 8. **POLICY of ABSENTEEISM:** If, for any reason you are absent, you should notify your supervisor in a timely fashion. If you are out for three consecutive absences from your assignment, without contacting the supervisor of your assignment, you will be contacted by the Director of the program and possibly terminated from the program roster in order to offer the opportunity to another applicant.
 9. It may be necessary in the future for the City of Amesbury/ Council on Aging, to update the program and add additional guidelines.
 10. Seniors over the age of 60 with a primary residence in Amesbury, and with gross income at or below \$64,400 for individuals or \$87,100 for couples may qualify for the program.
 11. Your January 2023 tax bill is reflective of the earned property tax credit.
 12. A Federal Form W-9 will need to be completed for tax purposes.



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Amesbury Senior Tax Work-off Application: Calendar year 2022

Date: _____

New Applicant ☐

Previous Tax Work-off Participant ☐

Contact Information

Name	
Street Address	
City ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Availability

During which hours are you available for Tax Credit assignments?

____ Weekday mornings
____ Weekday afternoons
____ Weekday evenings

Please submit with your filled out Application:

- 1. Copy of Personal ID (Driver's License, etc.)*
- 2. Copy of Property Tax Bill*
- 3. Completed CORI form*
- 4. Proof of Income (copy of Income Tax 1040)*

Eligibility Requirements

Senior over age 60?

Yes _____

No _____

Homeowner?*

Yes _____

No _____

Amesbury resident?

Yes _____

No _____

Reside in property for which relief is requested?

Yes _____

No _____

* If property is in a trust, etc., please explain.



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Emergency Contact Information

Name of emergency contact person: _____

Relationship: _____

Address: _____

Home Phone: _____ Work: _____ Cell: _____

Do you have any restrictions or needs which may affect any position, e.g. physical requirements, seasonal, schedule, hours of day (duration and/or number of hours), frequency, etc. Please explain.

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, volunteer work, or through other activities, including hobbies or sports.

Agreement and Signature

As a participant in the Property Tax Work-Off Program, I understand that I may earn a maximum of \$1,500. Credit to be applied to my City of Amesbury 2023 property tax bill. I have read and received a copy of the "Eligibility and Requirements for Real Estate Tax Credit" guidelines (*page 1 of this application*).

Name (printed)	
Signature	
Date	

Our Policy

It is the policy of the City of Amesbury to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability. Thank you for completing this application form and for your interest in the Tax Credit Program.

Signature _____ Date _____